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ABSTRACT

A 3-day institute on English-as-a-Second-Language (ESL) instruction, designed for adult literacy teachers, is reported. The institute, held at Northampton Community College (Bethlehem, Pennsylvania) in July 1993, offered seminars in acquired immune deficiency syndrome/human immunovirus (AIDS/HIV) and the ESL student, sheltered English instruction, self-esteem, multiculturalism, multi-level classroom strategies, hands-on teaching techniques, curriculum development, bilingual families, workforce education and the ESL student, and ESL tutoring. The report details the project's goals and objectives and related accomplishments, personnel, curriculum development process, and program coordination and dissemination efforts. Appended materials include a summary of each of the 18 workshops, a schedule of institute events, a copy of the institute brochure and evaluation form, and a summary of the 54 responses to the evaluation form. A satisfied participant's letter is also included. (MSE) (Adjunct ERIC Clearinghouse on Literacy Education)

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ED 379 959

English as a Second Language Summer Institute

FINAL REPORT

Project #99-4001
Pennsylvania Department of Education

by
Teresa Marks
and
Tammy Seiler

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Northampton Community College

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ENGLISH AS A SECOND LANGUAGE SUMMER INSTITUTE

FINAL REPORT

PROJECT #99-4001

PENNSYLVANIA DEPARTMENT OF EDUCATION

BY

TERESA MARKS

AND

TAMMY SEILER

NORTHAMPTON COMMUNITY COLLEGE
ABSTRACT PAGE

Title: **English As A Second Language Summer Institute**

Project No.: **99-4001** Funding: **$48280**

Project Director: **Dr. Manuel Gonzalez** Phone No.: **610-861-5073**

Contact Person: **Teresa Marks** Phone No.: **610-861-5068**

Agency Address: **Northampton Community College**
Adult Literacy Department
3835 Green Pond Road
Bethlehem, PA 18017

Purpose:
The purpose of this project was to arrange for a three day English As A Second Language Summer Institute for 100 Adult Literacy Providers from Pennsylvania. Seminars were offered in the following areas of ESL instruction: AIDS and HIV and the ESL Student, Sheltered English, Self-Esteem, Multiculturalism, Multi-Level Classroom Strategies, Hands-on Teaching Techniques, Curriculum Development, Bilingual Families, Workforce Education and the ESL Student, and ESL tutoring.

A $50.00 per day stipend was provided for each eligible participant. Dormitory space and meals were also provided for Institute participants.

Procedures:
An Institute schedule was established. A brochure was produced and mailed. The specific program was designed. Presenters were hired. The meal, lodging and registration arrangements were handled. An evaluation form was created. The Institute took place on July 12 - 14, 1993. The final report was written. Budget matters were handled on an as needed basis.

Summary of Findings:
The average attendance at the conference was 61 participants; however, only 54 evaluations were submitted. There were 46 responses stating that new instructional methods concepts were acquired from the topics presented at the workshops. This amount is equal to 85% of the evaluations received which was the objective of this grant.

Comments: (Conclusions, Findings, Barriers, if any):
See detailed report.
Products: (if applicable):
There were no products produced in this project.

Descriptors: (To be completed only by Bureau staff):

DESCRIPTION

An English as a Second Language Summer Institute was held at Northampton Community College (NCC) in Bethlehem, Pennsylvania for three days on July 12 - July 14, 1993. There were 74 participants registered for the Institute. These participants held the following positions:

Pennsylvania Department of Education Advisor (4)
Program Director (8)
Coordinator/Supervisor (12)
Instructors (36)
Counselor (1)
Evaluator/Interviewer (1)
ESL Trainer (2)
Educational Specialist (1)
Instructional Assistant (2)
Volunteer Tutor (7)

These participants represented the 37 different agencies listed below:

Abington Free Library (2)
Adult Enrichment Center of Lancaster (1)
Adult Learning Center Erie City School District (1)
Adult Literacy Center of the Lehigh Valley (3)
Adult Literacy of Bayard Taylor Library (1)
Alle-Kiski Literacy Council (3)
Bethlehem Area School District (1)
Bucks County Intermediate Unit #22 (1)
Carbon County Volunteers for Literacy (2)
Catholic Charities Immigration and Refugee Services (3)
Center for Literacy (1)
Central Susquehanna Intermediate Unit (1)
Chester County OIC (1)
Community College of Alleghany County (1)
Delaware County Literacy Council (1)
Easton Area School District (1)
Greater Pittsburg Literacy Council (6)
Hatboro/Horsham School District (1)
Indian Valley Opportunity (2)
Lebanon Intermediate Unit #13 (3)
Lehigh Carbon Community College (2)
Lincoln Intermediate Unit #12 (1)
Literacy Council of Norristown (1)

Literacy Council of Reading/Berks (2)
Mayor's Commission on Literacy (2)
MCOL & NSC (1)
Mifflin County Library and Literacy Program (1)
Norristown School District (1)
Northampton Community College (12)
Pennsylvania Department of Education (4)
Pierce Junior College (1)
Pottstown YWCA (1)
Project of Easton (3)
Reading Area Community College (3)
Reading Area School District (1)
Wissahickon School District (1)
YWCA Adult Literacy Center (1)

During the three day Institute, 18 different workshops were offered in the following areas:

Learning Disabilities
ESL Classroom Materials for the Higher Level Student
Multiculturalism in the Classroom
Teaching HIV/AIDS Information in ESL Classes
ESL Curriculum
Self Esteem
ESL Multi-Level Classroom Strategies
Sheltered English
Variety in Teaching "Hands-on" Style
ESL Tutor Training
ESL and a Science Model
Creating an ESL Program & Recruitment Issues
Bilingual Families
Mobile Voice Interactive ESL Computer Workstations
Using Thematic Units to Teach ESL Skills
Techniques and Strategies for Working with LEP/ESL Students
Developing Reading, Writing, and Thinking Skills in the Intermediate Classroom
ESL Students in a Workforce Program

The Institute schedule was set up so that some of the workshops were repeated at different times. This was done to allow participants more exposure to workshops that addressed basic everyday ESL topics. Workshops were also designed to target staff with beginning, intermediate, and advanced levels of experience.

GOALS AND OBJECTIVES

GOALS

1. Provide a three day English As A Second Language Summer Institute for 100 Adult Literacy Providers in Pennsylvania.

A three day English As A Second Language Summer Institute was held on July 12-14, 1993. A total of 5,783 brochures were mailed to the 9 Regional Staff Development Centers and to the ABLE Bureau of the Pennsylvania Department of Education. From this mailing, 74 participants registered for the institute.

A possible reason that 100 participants were not registered can be attributed to the distribution process of the brochures. The brochures had to be mailed twice. First they were mailed to the regional centers and than from there they were mailed to individuals. Because of this, many individuals received their brochures after the required RSVP date. Some people thought that because they received the information after the RSVP date, they would not be able to attend the institute; however, if they would have called to check on the availability of space, they could have been accommodated.

Of the 74 registered participants, a total of 8 people did not attend the institute at anytime during the three scheduled days. Of the 8 non-attenders, 3 notified us that they would not be able to attend. Attendance over the 3 days varied. On the first day of the institute, 61 participants

registered. There were 66 people registered on July 13 and on the last day, July 14, only 56 participants registered. The average attendance at the Summer ESL Institute was 61.

2. To provide seminars in all levels of ESL instruction: AIDS and HIV and the ESL Student, Sheltered English, Self-Esteem, Multiculturalism, Multi-Level Classroom Strategies, Hands-on Teaching Techniques, Curriculum Development, Bilingual Families, Workforce Education and the ESL Student, and ESL tutoring.

There were 18 different seminars offered involving various ESL topics. See attachment entitled **Summary of Workshops at the 1993 Summer ESL Institute**. Over the three day period, the average workshop attendance was 12.

In addition to the seminars, four special sessions were held for the entire group of participants. These sessions consisted of a Mini-Session, two Evening Sessions, and one Late Night Special Session. The Mini-Session was held to give the participants an idea about the ESL student's perspective in relation to a successful ESL program. Five students each presented their background and educational experience. Then they answered questions from both the presenter and the audience. This session made participants aware of positive learning experiences.

The two Evening Sessions were held directly after dinner and were presented by 3 keynote speakers. The first evening John and Mary Ann Boyd, who are Teacher Trainers, used the Fijian language to make participants feel like an ESL student. During this time various teaching techniques were

demonstrated. It was a very hands-on and usable experience.

For the second evening session, the keynote speaker was Sis-Obed Torres, an Assistant Professor at NCC who spoke on the multicultural relationship in music and dance. He used a lecture approach combined with actual examples of music and dance. His speech related music and dance to multicultural relationships among people. Following that session, instruction was given in various Spanish dances. The steps of the Salsa, Merengue, and Mambo were taught by five couples who were experienced dancers. This was a hands-on learning experience for all the participants. Many of them did very well.

There were also eight ESL company representatives in attendance on Tuesday, July 13. A display of their ESL materials was located in the general gathering area. See attachment entitled **1993 Summer ESL Institute Schedule of Events**.

3. To provide a $50.00 per day stipend for each eligible participant.

All participants who attended the entire ESL Summer Institute, received a $150 stipend ($50 per day). There were 49 stipends paid.

4. To provide dormitory space for participants.

Dormitory space was available for any of the participants who needed lodging. There were 38 participants who stayed in the dorms. This was 62% of the average ESL Summer Institute attendance. Requests for handicapped

accessible rooms were honored.

5. To provide meals for participants

Institute participants were provided with a total of 2 breakfasts, 2 lunches, and 2 dinners during the course of the 3 day event. Breakfasts were served continental style. The 2 lunches and 1 dinner were served sit-down style. The other dinner was a special Spanish meal and it was served buffet style.

All meals except for the Spanish one were prepared by Northampton Community College's Culinary Arts students. The Spanish meal was designed by Sis-Obed Torres who was one of the keynote speakers. It was prepared by NCC's food service personnel. All of the meals were well received by the participants. People who had special dietary needs were accommodated.

OBJECTIVES

1. 85% of conference participants will indicate, on the evaluation form, that they have acquired new instructional methods concepts from the topics presented at the workshops.

The average attendance at the conference was 61 participants; however, only 54 evaluations were submitted. There were 46 responses stating that new instructional methods concepts were acquired from the topics presented at the workshops.

This amount is equal to 85% of the evaluations received. The objective of this grant was met. See the attachment, in the evaluation section, of the bar graph entitled **New Material Learned** for documentation.

ADMINISTRATION

The administration of this grant consisted of the following qualified Northampton Community College staff:

Director of Adult Literacy - Dr. Manuel A. Gonzalez
Dr. Gonzalez provided ESL expertise and supervised the Institute design and evaluation process. He also served as the Mini-Session presenter on July 12, 1993.

Program Coordinators - Ms. Teresa Marks and Ms. Tammy Seiler
Both Ms. Marks and Ms. Seiler established the Institute schedule; assisted with the design of the brochure; designed the program; hired the presenters; supervised the meal, lodging and registration arrangements; designed the evaluation form; supervised the general conference operation; oversaw quality control of the program; handled daily budget matters; wrote the final report; and were liaison to the Adult Literacy Director, PDE Advisor, and presenters.

Presenters - The presenters were responsible for developing and conducting the workshops and/or special sessions. They also provided handouts. Prior to the Institute, they submitted a brief summary of their workshop which was made part of the participant's folder. They were instructed to directly involve the participants in as much "hands-on" activity as possible. Time for participant questions was also to be allowed. There were three types of presenters at the Institute. Those types were keynote, general, or assistant presenters. The keynote presenters also functioned as general presenters. Specific information about these presenters is included on the pages of the **1993 Summer ESL Institute Schedule of Events** attachment.

A list of the presenters follows:

Keynote Presenters:
JOHN & MARY ANN BOYD
SIS-OBED TORRES

General Presenters:
DR. JUDITH BAZLER
ELEANORA BELL
TONY COSME
LARAINE DEMSHOCK
SANDRA FIGUEROA
DR. MANUEL A. GONZALEZ
BETH KUEHN
DR. JACK LOPEZCEPERO
DR. LINDA MCCROSSAN
MARCIA MENDEZ
LYNN SCHAFFSTALL

ALAN STERN
JUDITH SULLIVAN
VIRGINIA TURCZYN
WENDY WALKER

Assistant Presenters:
MS. IVETTE AQUINO
MS. ROSA BERMUDEZ
MR. ULYSES DAVID
MS. BLANCA FLORES
DR. & MRS. RAFAEL LORA
MS. EVELISSE MOLINA
MS. KYUNG PAK
MR. DAVID RIVERA
MR. ORLANDO RODRIQUEZ
MS. MAYLEENE SERRANO

Secretary - Ms. Rosa Bermudez and Ms. Linda Unangst Ms. Bermudez gave an in-kind contribution of time to the project. She answered the phone, photocopied and mailed participant letters, and performed general secretarial duties. Ms. Unangst, who was paid out of the grant, also handled some typing duties.

PROCEDURES

The basic steps for providing the English As A Second Language Summer Institute are outlined as follows:

1. Dr. Gonzalez hired the administrative staff with the exception of the presenters.
2. A very basic program schedule was established by the coordinators.
3. The coordinators, NCC's Director of Publications, and the NCC Graphic Department collaborated on the design and production of the brochure. The final product is an attachment to this final report.
4. The Program Coordinators shared responsibility for designing the actual program, and hiring and managing the presenters.
5. The brochures were mailed to the 9 Regional Staff Development Centers and to the PDE by the first week in June.
6. All NCC staff members were involved with handling phone calls from potential participants.
7. A master list of participants was designed for both NCC and PDE purposes.
8. Arrangements for meals, lodging, and participant registration were made.
9. Rooms for the workshops were reserved.
10. A confirmation letter with Institute details, including a campus map, was designed and mailed to the participants.

11. Both coordinators in conjunction with Dr. Gonzalez designed the Institute evaluation form.
12. Supplies were purchased for the participants.
13. A folder consisting of a notebook, pen, Institute schedule, workshop summary, evaluation form, and a brochure about the local area was assembled.
14. Volunteers were found to assist with registration and other aspects of the Institute.
15. The coordinators supervised the general conference operation.
16. General budgetary matters were handled on a daily basis as needed; however, after the Institute, stipends and invoices were handled.
17. Ms. Seiler tabulated the evaluation results.
18. Ms. Marks wrote the final report.

COORDINATION AND DISSEMINATION

NCC's Program Coordinators contacted and met with Dr. Judith Rance-Roney, the director of the Region 7 Staff Development Center, for suggestions about the Institute. Additionally, Mr. Dan Partin, the PDE Advisor involved with the project, gave suggestions.

The Institute brochures were mailed to each of the nine Regional Staff Development Centers and to the ABLE Bureau of the Pennsylvania Department of Education. From these locations, information about the Institute was disseminated to literacy providers across the state.

After the conference, Ms. Seiler contacted the Region 7 Staff Development Center and gave them a list of what Institute participants want to receive more information about. This list can be used to help plan future workshops.

RESULTS

Attached with this final report is a copy of the evaluation form which was used to rate the entire Institute.

Participants were asked to complete the form before leaving the Institute. There were 54 responses to the 10 questions. There was also a section for additional comments. The average attendance was 61 participants; therefore, 88.5% of the participants handed in a response.

A tabulation of each evaluation question and the additional comments section is provided on the attached pages. Also included is a letter written to Dr. Gonzalez by one of the Institute participants which gives his overall opinion of the project.

LIMITATIONS

Limitations occurred both due to the fact that there were specific program and budget guidelines for this project. For example, because the amount that could be paid to a presenter was limited, the program coordinators had difficulty attracting presenters. An example of a program limitation was that only people involved with an ACT 143 or Section 322 grant could be participants. There were several people in the local area who were disappointed that they were unable to attend the Institute.

Attachment 1

SUMMARY OF WORKSHOPS AT THE 1993 SUMMER ESL INSTITUTE

Attachment 1

SUMMARY OF WORKSHOPS AT THE 1993 SUMMER ESL INSTITUTE

LEARNING DISABILITIES
Presenter: Laraine Demshock
Offered: **Monday 3:30PM - 5:30PM**
Tuesday 9:45AM - 11:45AM

This workshop is designed to inform the ESL practitioner about the profile of a learning disabled student. Screening methods and teaching strategies will also be presented.

ESL CLASSROOM MATERIALS FOR THE HIGHER LEVEL STUDENT
Presenter: Virginia Turczyn
Offered: **Monday 3:30PM - 5:30PM**
Tuesday 3:30PM - 5:30PM

The questions "Who is your ESL student?" and "What educational and supplemental materials will serve his/her needs?" will be addressed in this workshop. Information will be given about student assessment, classroom environment, and the use of relevant materials and lesson plans.

MULTICULTURALISM IN THE CLASSROOM
Presenter: Sis-Obed Torres
Offered: **Monday 3:30PM - 5:30PM**
Tuesday 1:15PM - 3:15PM

With the ever increasing number of racial, ethnic, and diverse groups in the United States, Adult Literacy Educators must begin to embrace the philosophy of multiculturalism. This workshop is designed to allow the educator the opportunity to assess his/her multicultural awareness and understanding. Participants will view a video entitled **A Class Divided**, discuss the content, and do a personal introspection.

TEACHING HIV/AIDS INFORMATION IN ESL CLASSES
Presenter: Beth Kuhne & Judy Sullivan
Offered: **Monday 3:30PM - 5:30PM**
Tuesday 9:45AM - 11:45AM

The need to reach minority and ESL communities with factual HIV/AIDS information becomes increasingly apparent in the second decade of the AIDS pandemic. This workshop will focus on how to draw a picture of the facts about HIV infection that culturally diverse groups can understand and relate to their own health choices. Cultural barriers to discussions about

sexuality and drug use will be reviewed; myths and facts about HIV/AIDS will be discussed; resources and hands-on games as learning tools will be shared. Participants will be able to develop strategies to reach ESL students on both a class and an individual level.

DREAM A LITTLE DREAM FOR ME
Presenter: Eleanora Bell
Offered: **Monday 3:30PM - 5:30PM**
Tuesday 1:15PM - 3:15PM

This workshop is an introduction to creating ESL curriculum. Dream big and plan for it! Discussion will center on defining curriculum, conceiving and establishing the basis of a new design. The shaping of curricular elements from general concepts on down to nitty gritty lesson plans and activities will be considered.

KISSIN' FROGS
Presenter: Lynn Schaffstall
Offered: **Tuesday 9:45AM - 11:45AM**
Wednesday 9:45AM - 11:45AM
Discover the keys that can begin to unlock the "real person" that lives inside each individual. This program raises the awareness level for the need to release inner strengths, personal gifts and talents. It gives practical ways to transform self-doubt and self-crititicism into positive perceptions, confidence and ways to be more effective in the classroom. Those who have evaluated this workshop have found it to be a unique and positive approach to becoming "real" and relating on a more meaningful level.

ESL MULTI-LEVEL CLASSROOM STRATEGIES
Presenters: John and Mary Ann Boyd
Offered: **Tuesday 9:45AM - 11:45AM**
Tuesday 1:15PM - 3:15PM

This workshop will share several effective, workable strategies developed in response to the conditions which can have a negative impact on students retention.

SHELTERED ENGLISH
Presenter: Sandra E. Figueroa
Offered: **Tuesday 9:45AM - 11:45AM**

The workshop is designed to sensitize the audience to the needs of the Limited English Proficient (LEP) student. It will demonstrate the techniques of Sheltered English. Sheltered English is a way of using controlled vocabulary to teach the ESL student.

VARIETY IN TEACHING "HANDS-ON" STYLE
Presenter: Wendy Walker
Offered: **Tuesday 1:15PM - 3:15PM**

This workshop is designed to provide educators with a "hands-on" approach for teaching the limited English student. The participants will experience many different activities that can be used in the classroom. This session will attempt to develop the creativity in all of us. Be prepared to be active and wear comfortable clothing.

CREATING EFFECTIVE, FUN, & MOTIVATING ESL TUTOR TRAININGS
Presenter: Marcia Mendez
Offered: **Tuesday 1:15PM - 3:15PM**

This workshop will provide strategies for creating ESL tutor/teacher trainings that will result in producing competent, sensitive, motivated workers. We'll talk about different methods of teaching 1)sensitization, 2)different learning modes, 3)how to create lesson plans and 4)how to find and/or create appropriate ESL curriculum.

ESL AND A SCIENCE MODEL
Presenter: Dr. Judith Bazler
Offered: **Tuesday 3:30PM - 5:30PM**

Do not fear this "hands-on" science workshop! Science is fun, practical, and should be included in the ESL curriculum. The workshop will provide activities and user-friendly handouts. Participants will be involved in doing science labs.

CREATING AN ESL PROGRAM & RECRUITMENT ISSUES
Presenter: Dr. Linda McCrossan
Offered: **Tuesday 3:30PM - 5:30PM**

BILINGUAL FAMILIES
Presenter: Dr. Jack Lopezcepero
Offered: **Tuesday 3:30PM - 5:30PM**

Participants who attend this workshop will be informed about the various viewpoints of Bilingual Education. Emphasis will be placed on cultural aspects within the family unit.

COMPUTER DEMONSTRATION OF THE MOBILE VOICE INTERACTIVE ESL WORKSTATION
Presenter: Alan Stern
Offered: **Tuesday 3:30PM - 5:30PM**

The workshop will demonstrate MS-DOS computerized programs which are combined with an AniVox system. The AniVox is a real human voice, not a robotic electronic imitation. Time will be allowed for participants to review these programs on a first hand basis.

USING THEMATIC UNITS TO TEACH ESL SKILLS
Presenter: Marcia Mendez
Offered: **Wednesday 9:45AM - 11:45AM**

This workshop will teach how to create multi-level thematic units that will meet the ESL student's needs while being interesting, challenging, and motivating no matter what the level. Each workshop participant will leave with a complete multi-level Health Unit and the "how to" knowledge to create many more thematic units.

TECHNIQUES AND STRATEGIES FOR WORKING WITH LEP/ESL STUDENTS
Presenter: Sandra E. Figueroa
Offered: **Wednesday 9:45AM - 11:45AM**

The focus of the workshop will be to share a variety of techniques, philosophies, and strategies for teaching the Non-English speaking student.

DEVELOPING READING, WRITING, AND THINKING SKILLS IN THE INTERMEDIATE CLASSROOM
Presenter: John and Mary Ann Boyd
Offered: **Wednesday 9:45AM - 11:45AM**

The workshop will demonstrate methods for incorporating receptive listening techniques with reading and writing activities. It will also demonstrate processes which can gradually lead students to think in English without translating from their first languages. All of these activities place an emphasis on meaning and help students to internalize structures and seek clarification as needed.

ESL STUDENTS IN A WORKFORCE PROGRAM
Presenter: Dr. Linda McCrossan
Offered: **Wednesday 9:45AM -11:45AM**

Attachment 2

1993 SUMMER ESL INSTITUTE SCHEDULE OF EVENTS

Attachment 2

1993 SUMMER ESL INSTITUTE SCHEDULE OF EVENTS

Monday 7/12

12:00 noon - 1:15 PM **Luncheon**

Room: Training Center 130 ABCD

1:15 PM - 2:00 PM **Mini-Session**

A Student's Perspective: A Successful ESL Program Is...
Presenter: Dr. Manuel Gonzalez, Director of Adult Literacy, Northampton Community College
Assistant Presenters: Ms. Rosa Bermudez, Dr. Rafael Lora, Ms. Eunice Lora, Ms. Kyung Pak, and Mr. Orlando Rodriguez
Room: Training Center 130 ABCD

2:00 PM - 3:15 PM **Orientation/Room Registration**
Room: Training Center 130 ABCD

3:30 PM - 5:30 PM **Workshop Sessions** (5 different sessions from which to choose)

Session 1: LEARNING DISABILITIES
Presenter: Laraine Demshock, Assistant Professor, Learning Specialist at Northampton Community College
Room: Training Center 126

Session 2: ESL CLASSROOM MATERIALS FOR THE HIGHER LEVEL STUDENT
Presenter: Virginia Turczyn, ESL III Instructor for the Private Industry Council Program at Northampton Community College
Room: F-8

Session 3: MULTICULTURALISM IN THE CLASSROOM
Presenter: Sis-Obed Torres, Assistant Professor, Political Science at Northampton Community College
Room: G-3

Session 4: TEACHING HIV/AIDS INFORMATION IN ESL CLASSES
Presenter: Beth Kuehn, Health Education Specialist & Judy Sullivan, ESL Coordinator/Instructor for the Monroe County ABE/ESL Program at Northampton Community College
Room: E-1

Session 5: DREAM A LITTLE DREAM FOR ME
Presenter: Eleanora Bell, 353 Project English Language Matrix Branches Out Curriculum Developer and ESL Instructor for the Northampton County Prison ABE/ESL Program at Northampton Community College
Room: Training Center 127

6:00 PM - 7:15 PM **Dinner**

Room: Training Center 130 ABCD

7:15 PM - 8:30 PM **Evening Session: Keynote Speakers:** John and Mary Ann Boyd, ESL Instructors, Teacher Trainers, Consultants, and Authors
Room: Training Center 130 ABCD

Tuesday 7/13

8:30 AM - 9:30 AM **Continental Breakfast**
Room: Training Center 130 ABCD

8:30 AM - 5:45PM **PREVIEW OF ESL MATERIALS**
The following ESL Book Company Representatives will have their materials on display:
Addison, Wesley & Longman
Educational Activities, Inc.
Heinle & Heinle
National Textbook Company
New Readers Press
Oxford University Press
Phoenix Learning Resources
Steck Vaughn
Room: Training Center 130 D

9:45 AM - 11:45 AM **Workshop Sessions** (5)

Session 1: LEARNING DISABILITIES
Presenter: Laraine Demshock, Assistant Professor, Learning Specialist at Northampton Community College
Room: Training Center 126

Session 2: KISSIN' FROGS
Presenter: Lynn Schaffstall, Self-Employed Consultant, and Staff Member of PA Association of Student Council Summer Workshops
Room: J-5

Session 3: TEACHING HIV/AIDS INFORMATION IN ESL CLASSES
Presenter: Beth Kuehn, Health Education Specialist & Judy Sullivan, ESL Coordinator/Instructor for the Monroe County ABE/ESL Program at Northampton Community College
Room: E-1

Session 4: ESL MULTI-LEVEL CLASSROOM STRATEGIES
Presenters: John and Mary Ann Boyd, ESL Instructors, Teacher Trainers, Consultants, and Authors
Room: Training Center 127

Session 5: SHELTERED ENGLISH
Presenter: Sandra E. Figueroa, Bilingual Teacher, Bethlehem Area School District
Room: G-3

12:00 PM - 1:00 PM **Lunch**
Room: Training Center 130 ABCD

1:15 PM - 3:15 PM **Workshop Sessions** (5)

Session 1: MULTICULTURALISM IN THE CLASSROOM
Presenter: Sis-Obed Torres, Assistant Professor, Political Science at Northampton Community College
Room: G-3

Session 2: VARIETY IN TEACHING "HANDS-ON" STYLE
Presenter: Wendy Walker, ESL Instructor for the Parents Learning English Program at Northampton Community College & Teacher for the Bethlehem School District
Room: J-5

Session 3: ESL MULTI-LEVEL CLASSROOM TECHNIQUES
Presenters: John and Mary Ann Boyd, ESL Instructors, Teacher Trainers, Consultants, and Authors
Room: Training Center 127

Session 4: DREAM A LITTLE DREAM FOR ME
Presenter: Eleanora Bell, 353 Project English Language Matrix Branches Out Curriculum Developer and ESL Instructor for the Northampton County Prison ABE/ESL Program at Northampton Community College
Room: Training Center 126

Session 5: CREATING EFFECTIVE, FUN, & MOTIVATING ESL TUTOR TRAININGS
Presenter: Marcia Mendez, ESL Coordinator, Delaware Co. Literacy Council, Drexel Hill
Room: E-1

Wednesday 7/14

8:30 AM - 9:30 AM **Continental Breakfast**
Room: Training Center 130 ABCD

9:45 AM - 11:45 AM **Workshop Sessions** (5)

Session 1: USING THEMATIC UNITS TO TEACH ESL SKILLS
Presenter: Marcia Mendez, ESL Coordinator, Delaware Co. Literacy Council, Drexel Hill
Room: E-1

Session 2: KISSIN' FROGS
Presenter: Lynn Schaffstall, Self-Employed Consultant, and Staff Member of PA Association of Student Council Summer Workshops
Room: D-3

Session 3: TECHNIQUES AND STRATEGIES FOR WORKING WITH LEP/ESL STUDENTS
Presenter: Sandra E. Figueroa, Bilingual Teacher, Bethlehem Area School District
Room: G-3

Session 4: DEVELOPING READING, WRITING, AND THINKING SKILLS IN THE INTERMEDIATE CLASSROOM
Presenter: John and Mary Ann Boyd, ESL Instructors, Teacher Trainers, Consultants, and Authors
Room: Training Center 127

Session 5: ESL STUDENTS IN A WORKFORCE PROGRAM
Presenter: Dr. Linda McCrossan, Executive Director of the Adult Literacy Center of the Lehigh Valley
Room: Training Center 126

11:45 AM - 12:00 PM **Complete Workshop Evaluation**
Please return form to the Registration Table in the lobby of the Training Center. Thank you.

HAVE A SAFE TRIP HOME !!!!

Attachment 3

1993 SUMMER ESL INSTITUTE BROCHURE

A per diem $50 stipend will be available for paid staff working in ACT 143 and/or Section 322 grant-funded programs. Travel reimbursement is not provided. After the conference, it will be mailed directly to eligible participants upon verification of the ABLE Bureau.

To request the stipend, complete the section below and bring it to the conference.

Participant Name: _____

S.S.# _____

Mailing Address: _____

_____

Program Type: ☐ 143 ☐ 322

PDE Contract #: _____

Literacy Program Name: _____

Address: _____

_____

Phone #: _____

Your Position: _____

Please have your Program Director complete the following:

Director's Name: _____

Phone #: _____

Number of hours you estimate this participant worked/ will work in

A Paid Position: 1992-93 Grant Year: ____
1993-94 Grant Year: ____

"I verify that _____ _____ is a paid staff member of a 143 or 322 able bureau program.

Director's Signature: _____

93-5-26-48

Northampton Community College values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The College does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in its activities, programs, or employment practices. Affirmative Action Officer Helene M. Whitaker, 215/861-5300

BEST COPY AVAILABLE

WELCOME!

TO THE PENNSYLVANIA DEPARTMENT OF EDUCATION, BUREAU OF ADULT BASIC AND LITERACY EDUCATION'S

SUMMER

ESL

INSTITUTE

AT

Northampton Community College
Bethlehem, PA

July 12 - July 14, 1993

ATTACHMENT 3

The Adult Literacy Department of Northampton Community College would like to invite you to the 1993 Summer ESL Institute at our Bethlehem campus. Here is an opportunity for you, as an educator concerned with the many challenges and aspects of ESL, to come and share knowledge and experience with your colleagues; a chance to learn about new facts, theories, questions, and insights into our field.

The mood of the event will be relaxed and informal since we'd like to have plenty of open discussion and sharing. We're planing to make this year's Institute not only informative, but festive and multicultural as well. So bring your notebook, but don't forget to pack your sari, conga drums or flamenco skirt too!

This year's topics will include:

Learning Disabilities

Sheltered English

AIDS/HIV and the ESL Student

Bilingual families

Multiculturalism in the Classroom

Self-Esteem

ESL Curriculum development

Training the ESL Tutor

Teaching Techniques for the ESL Student

Workforce Education and the ESL Student

SCHEDULE OF EVENTS:

Monday 7/12

12 noon - 2 PM	Luncheon and Mini-Session
2:00 PM - 3:15 PM	Orientation/Room Registration
3:30 PM - 5:30 PM	Workshop Sessions (5 sessions to choose from)
6:00 - 8:30 PM	Dinner and Evening Session

Tuesday 7/13

8:30 AM - 9:30 AM	Continental Breakfast
9:45 AM - 11:45 AM	Workshop Sessions (5)
12 noon - 1:00 PM	Lunch
1:15 PM - 3:15 PM	Workshop Sessions (5)
3:15 PM - 3:30 PM	Refreshment Break
3:30 PM - 5:30 PM	Workshop Sessions (5)
6:00 PM - 8:30 PM	Dinner and Evening Session
8:30 PM - ?	Late Night Special Session

Wednesday 7/14

8:30 AM - 9:30 AM	Continental Breakfast
9:45 AM - 11:45 AM	Workshop Sessions (5)
11:45 AM - 12:00 PM	Conference Evaluation

Most presentations will be scheduled at least twice during the workshop sessions.

OUR PRESENTERS WILL INCLUDE:

John and Mary Ann Boyd, Experienced ESL Instructors, Authors, and Consultants

Dr. Jack Lopezcepero, Bilingual Coordinator, Lehigh County Vo-Tech School

Marcia Mendez, ESL Coordinator, Delaware County Literacy Council, Drexel Hill

Lynn Schaffstall, Self-Employed Consultant

Dr. Judith Bazler, Director of S.M.A.R.T Center, Lehigh University

Dr. Linda McCrossan, Executive Director, Adult Literacy Center of the Lehigh Valley

To register as a participant, clip and send us this form
Registration deadline is Thursday, June 17, 1993

Mail to: NORTHAMPTON COMMUNITY COLLEGE
ADULT LITERACY DEPARTMENT
3835 GREEN POND ROAD
BETHLEHEM, PA 18017

Or Fax: 215-861-5093 (Form may be duplicated)

ESL Summer Institute Participant Registration

Name:_____

Position:_____

Address:_____

_____

Home Phone #:_____

Agency:_____

Sex: ❑ Male ❑ Female

First Room Choice: ❑ Single ❑ Double

Second Room Choice: ❑ Single ❑ Double

❑ Smoking ❑ Non-smoking ❑ No preference

❑ Air-Conditioned (spaces are limited)

Sharing room with _____

I'm staying for all 3 days of the institute? ❑ Yes ❑ No

If not, which days will you attend?_____

_____

Dormitory accommodations, including some air-conditioned rooms, are available. Linens and towels will be provided. Single rooms are subject to availability. Accommodations and meals will be provided free of charge.

Site is handicapped accessible. Check-in time will start at 10AM on Monday, July 12. Check-out time will be 3PM on Wednesday, July 14.

REMEMBER: Attendance is limited to 100 people. The final selection of participants for the Institute will be at the discretion of the PDE. Chosen participants will be notified and given further conference details.

For more information, call **215-861-5427**

Attachment 4

1993 SUMMER ESL INSTITUTE EVALUATION FORM

Attachment 4

NORTHAMPTON COMMUNITY COLLEGE

1993 SUMMER ESL INSTITUTE

EVALUATION FORM

Please complete the following form. Feel free to write additional comments at the end of the form. Return it to the Registration Table in the Training Center. Thank you.

DATE: _____

POSITION: _____

1. Rate the overall quality of the conference.

   ____ POOR ____ ADEQUATE ____ EXCELLENT

2. Of the material presented during this institute, what percentage of the material was new? _____

3. Of that new material, what percentage will you use in your job? _____

4. Rate the overall quality of the facilities.

   ____ POOR ____ ADEQUATE ____ EXCELLENT

5. Rate the overall quality of the workshops.

   ____ POOR ____ ADEQUATE ____ EXCELLENT

6. What was your favorite workshop? Why?

7. What was your least favorite workshop? Why?

8. If another Summer ESL Institute were held next year, would you be interested in attending? Why? Why not?

9. If so, what topics or areas would you want to receive more information on?

10. If you could change one thing about this conference, what would it be? Why?

****
ADDITIONAL COMMENTS:

Attachment 5

1993 SUMMER ESL INSTITUTE

EVALUATION FORM

Attachment 5

NORTHAMPTON COMMUNITY COLLEGE

1993 SUMMER ESL INSTITUTE

EVALUATION FORM

Please complete the following form. Feel free to write additional comments at the end of the form. Return it to the Registration Table in the Training Center. Thank you.

DATE: _____

POSITION: _____

(54 Responses)

ESL Instructor (26)
ESL Coordinator (2)
Other Coordinator (7)
Other Instructor (6)
Program Director (6)
PDE Advisor (3)
Tutor (2)
Educational Counselor (1)
Instructional Assistant (1)

1. Rate the overall quality of the conference.

   ____ POOR ____ ADEQUATE ____ EXCELLENT

   See the attached pie graph.

2. Of the material presented during this institute, what percentage of the material was new? _____

   See the attached bar graph.

3. Of that new material, what percentage will you use in your job? _____

   See the attached bar graph.

4. Rate the overall quality of the facilities.

   ____ POOR ____ ADEQUATE ____ EXCELLENT

   See the attached pie graph.

5. Rate the overall quality of the workshops.

____ POOR ____ ADEQUATE ____ EXCELLENT

See the attached pie graph.

6. What was your favorite workshop? Why?

See the attached list.

7. What was your least favorite workshop? Why?

See the attached list.

8. If another Summer ESL Institute were held next year, would you be interested in attending? Why? Why not?

All of the 54 responses were favorable. Reasons for attending next year are as follows:

-to increase knowledge (14)
-to get new ideas/share ideas (13)
-no reason listed (10)
-positive experience (9)
-to meet people/network (5)
-good workshops (3)

9. If so, what topics or areas would you want to receive more information on?

More information is needed about the following topics or areas:

(87 responses)

-No comment (13)
-ESL instruction (practical/hands-on) (10)
-ESL assessment (6)
-Multiculturalism (6)
-Specific content areas (music, art, & science) (5)
-ESL curriculum development (4)
-Learning Disabilities (4)
-Student retention & motivation (4)
-Computers/Computer Workstations (3)
-Tutor Training (One on one & high level) (3)
-Family Literacy (2)
-Forum of ideas and sharing of activities (2)
-Recruitment (volunteer & student) (2)
-Resources (2)

-Total Physical Response (2)
-Workforce ESL (2)
-Citizenship (1)
-Development of participating/student centered classrooms (1)
-ESL in correctional institutions (1)
-Gaining professional status for ESL program teachers (1)
-GED assessment (1)
-Grammar for intermediate & advanced students (1)
-Homeless (1) -Latest information from PDE (1)
-Libraries (1)
-Limited English Proficient Students (1)
-More Sheltered English (1)
-Multi-Level classes (1)
-Phonics (1)
-Right & left brain learning styles (1)
-Structured essay writing (1)
-Teaching examples (actual classroom through video) (1)
-Whole Language (1)

10. If you could change one thing about this conference, what would it be? Why?

(72 Responses)

-More time to examine ESL vendor's materials (12)
-No comment (11)
-More time between sessions (9)
-No change (8)
-More time to share ideas/concerns (4)
-Repeat workshops more often (3)
-Conference could be more centrally located (2)
-Have a longer conference (2)
-Rooms were too cool (2)
-Start breakfast earlier (2)
-Start morning session earlier (2)
-Student Perspective Mini-Session could have been longer (2)
-Too many sessions on the second day (2)
-Workshop topics were not relevant or practical (2)
-Allow for free time in schedule (1) -Be able to bring more people from a particular program (1)
-Conference should be slower paced (1)
-Display signs in restroom stating how to use faucet/dryer (1)
-Have vendors display material longer (1)
-Map was missing from acceptance letter (1)
-Provide a breakfast other than continental style (1)
-Workshop locations could have been more quiet (1)
-Workshops should not have participants use role-playing activities (1)

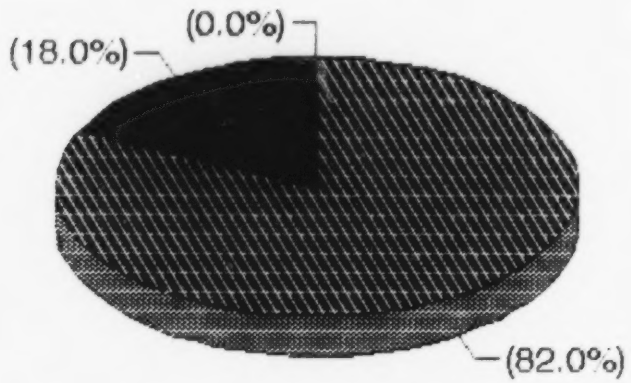
****

ADDITIONAL COMMENTS:

(89 Responses)

- -No comments (23)
- -Excellent food (16)
- -Well organized (15)
- -Wonderful experience (11)
- -Pleasant/helpful staff (9)
- -Bring back John & Mary Ann Boyd (2)
- -Gave good directions (2)
- -Loved the dancing (2)
- -Nice dorms/campus (2)
- -Advertise earlier (1)
- -Be notified of acceptance earlier (1)
- -Enjoyed keynote speakers (1)
- -Enjoyed vendor's display (1)
- -Good workshop presentations (1)
- -Keep the conference at this facility (1)
- -Map was missing from acceptance letter (1)

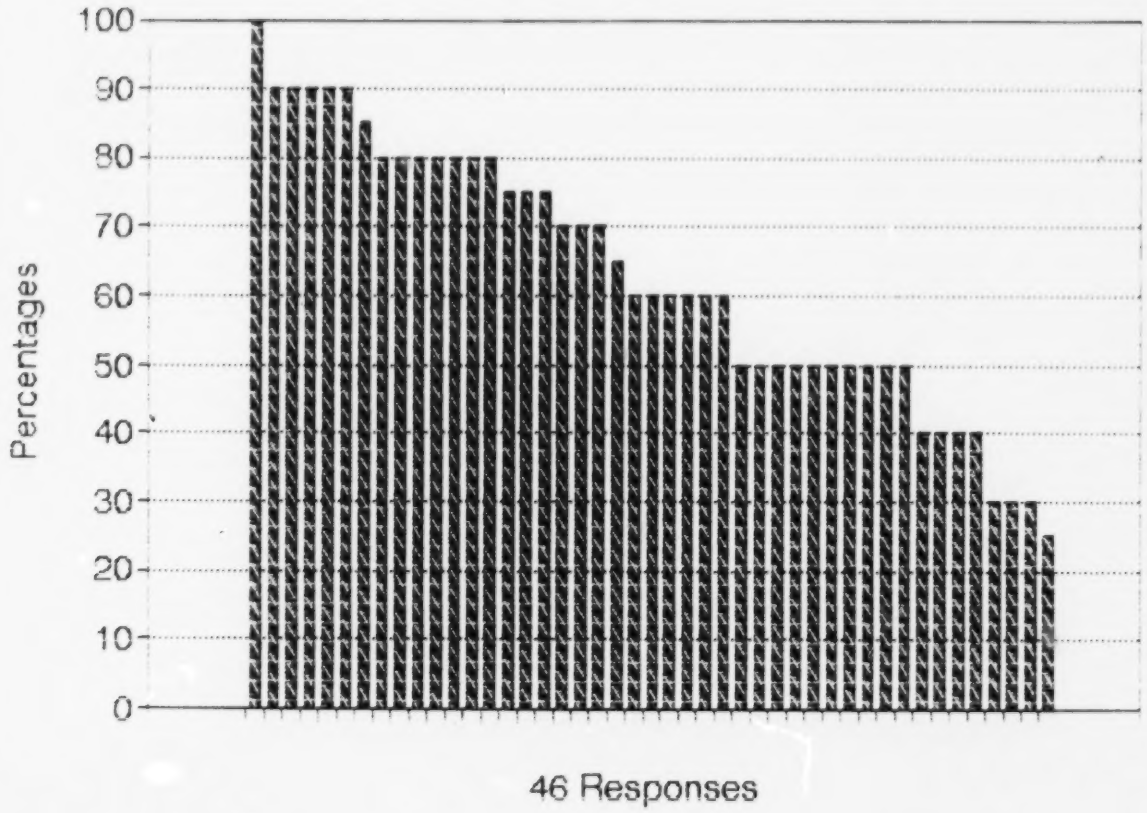
Overall Quality of Conference



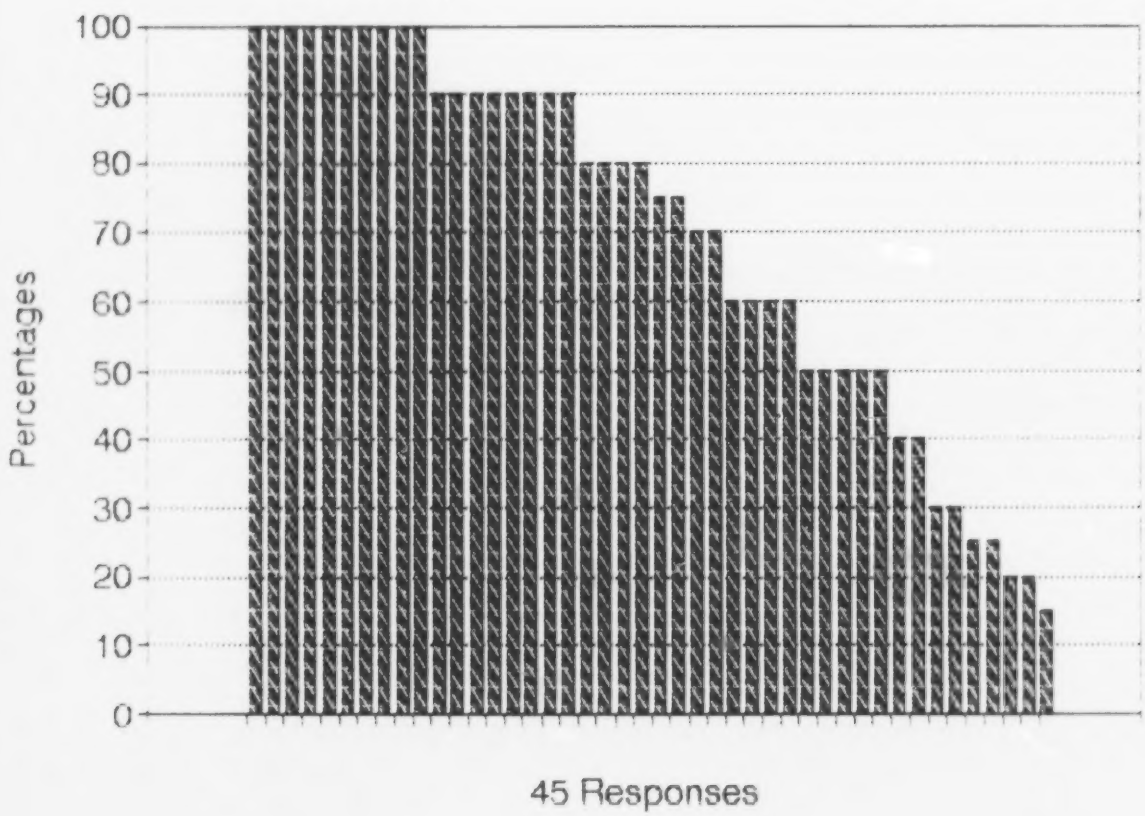
LEGEND:

82% = EXCELLENT
18% = ADEQUATE
0% = POOR

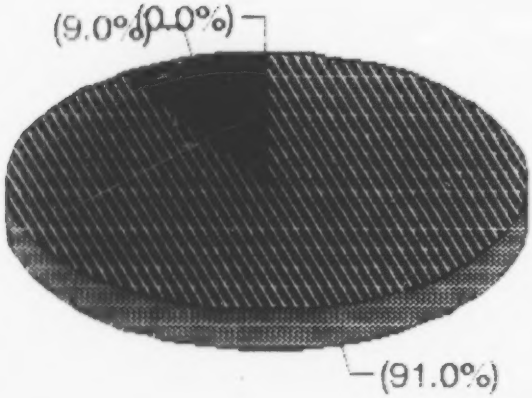
New Material Learned



Will Use New Materials



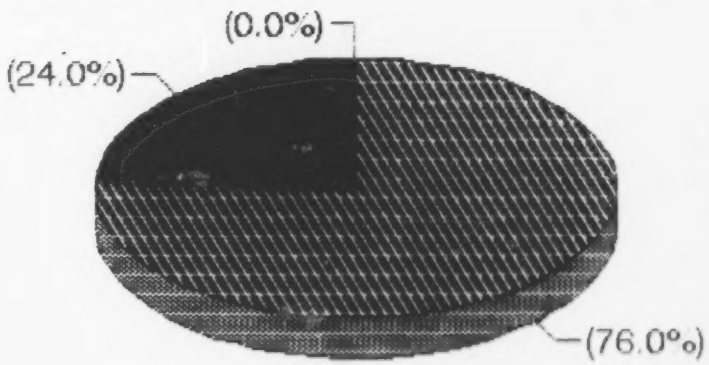
Overall Quality of Facilities



LEGEND:

91% = EXCELLENT
9% = ADEQUATE
0% = POOR

Overall Quality of Workshops



LEGEND:

76% = EXCELLENT
24% = ADEQUATE
0% = POOR

FAVORITE WORKSHOPS
(58 RESPONSES)

WORKSHOP	RESPONSES
COMPUTER DEMO ESL WORKSTATION	2
DEVELOPING READING, WRITING, AND THINKING SKILLS	6
DREAM A LITTLE DREAM FOR ME	2
ESL MULTI-LEVEL CLASSROOM STRATEGIES	12
JOHN & MARY ANN BOYD S EVENING SESSION	11
KISSIN' FROGS	4
LEARNING DISABILITIES	3
MULTICULTURALISM IN THE CLASSROOM	2
SHELTERED ENGLISH	5
VARIETY IN TEACHING "HANDS-ON" STYLE	7
LIKED ALL OF THE WORKSHOPS	1
NO COMMENT	3

LEAST FAVORITE WORKSHOPS
(50 RESPONSES)

WORKSHOP	RESPONSES
BILINGUAL FAMILIES	3
COMPUTER DEMO ESL WORKSTATION	5
CREATING AN ESL PROGRAM & RECRUITMENT ISSUES	7
CREATING EFFECTIVE, FUN & MOTIVATING TUTOR TRAININGS	1
DREAM A LITTLE DREAM FOR ME	5
ESL CLASSROOM MATERIALS FOR THE HIGHER LEVEL	7
ESL STUDENTS IN A WORKFORCE PROGRAM	1
KISSIN' FROGS	1
LEARNING DISABILITIES	1
VARIETY IN TEACHING "HANDS-ON" STYLE	3
NO COMMENT	16

Robert E. Poles
4126 Westminster Avenue
Philadelphia, Pennsylvania 19104
222-0274

29 August 1993

Dr. Gonzalez
Northampton Community College
Adult Literacy Program
3835 Green Pond Road
Bethlehem, Pennsylvania 18017

Dr. Gonzalez:

Please allow me to express ny appreciation of the experience of my participation in the Summer ESL Institute of 12 - 14 July, 1993. The qualitative and the quantitative aspects of the environment and the services provided were indeed extraordinary!

The food service was commented upon and complimented by everyone. Such was well earned. The food and the service were wonderfully memorable.

The dormitory services provided by Resident Assitants James, Patty, and Alice were considerate, appropriate, and very well organized. My early arrival posed no problem for that team, as they efficiently provided for my needs.

The instruction received in the classes and the presentations were useful, appropriate, and inspiring.

Summarizing the experience, I must say that the overall impression I have is one of being party to an excellently planned, designed, and executed program.

Thank you for all considerations and efforts. I would be very happy to attend next year!!!!

Appreciatively,

Robert E. Poles